

FILE OPENING INSTRUCTIONS

From your e-mail, save your Excel 2000 Workbook attachment to your hard-drive or floppy. It is current named CR.XLS. You must use Excel 2000 or higher to enter information into the file.

1. Locate the CR.XLS file on your hard-drive or floppy drive.
2. Double-click on the CR.XLS file.
3. A dialog box will open:
CR.XLS should be opened as read-only unless you need to save changes to it. Open as read- only? Yes No Cancel
4. Select "Yes" with your left mouse button. (This will allow you to enter data.)
5. If this is the first time you are opening this file, please read the "Instructions" displayed on your screen.
6. We recommend that you save your file as you begin to enter information. From the top menu bar select
 - a. File
 - b. Save As
 - c. Type in a "File Name" in the dialog box (e.g., Butte1). We request that you include your ROP name in the file name so we can distinguish later that the file was from your ROP. We suggest that you include some designation (e.g., 1) in the file name to track the number of worksheets

Please periodically save your worksheet as you are working on it.

If you have any questions please give Julie Wible a call at (916) 323-5742.